

Proposed PSWG Structure January 3, 2001

Large Group (LG)

- ◆ The entire PSWG will comprise the large group.
- ◆ This group is the gatekeeper of all issues/tasks, that is it routes all issues/tasks to working groups and approves (by vote if required) all resolutions before they go to the ACC.
- ◆ Issues will be raised at the LG or by the WG and assigned to a subsequent meeting
- ◆ This group takes the first try at resolving issues/tasks; however, there will be a one-hour debate rule. At the Chair's discretion, additional time may be allowed if the LG will be able to resolve the issue/task without creating a WG. (If the issue can not be resolved after one hour of discussion, the LG will assign it to a working group.)
- ◆ The LG is responsible for the master list of and prioritize all issues/tasks. The LG will regularly disseminate the list (via e-mail) to all market participants.
- ◆ The LG will thoroughly notice all meetings to the PSWG Participants through the ACC Staff, including items up for a vote.
- ◆ The LG will publish complete minutes, including working group (WG) reports. The LG will send these minutes to all market participants through the ACC Staff.
- ◆ The LG minutes will include an attendance roster.
- ◆ The LG will include dissenting opinions and alternative proposals in its majority report to the ACC.
- ◆ The LG will create WG to handle specific issues/tasks. The LG will assign the task and time line to the chair of the WG and then leave the WG alone to do the work.
- ◆ If a chair and Co-Chair for the WG does not volunteer, the chair of the LG will appoint them.
- ◆ The LG minutes will include information about the creation of each WG. This notice will contain, at a minimum: 1.) Name of the chair and co-chair (including e-mail addresses and telephone numbers) 2.) Task(s) 3.) Time line.
- ◆ The LG will include WG summary reports in each set of LG minutes. [The chair (or designate) of each WG will answer questions at the LG meeting about WG work. The WG chairs will not give an oral presentation at the LG meeting.]

Working Groups

- ◆ There will be no standing working groups. The WG will only live for the duration of the specific task assigned.
- ◆ Membership will be open to any interested party.
- ◆ The chairs are responsible for putting the group together, holding meetings, and getting a report back to the LG.
- ◆ The WG chairs will create regular minutes including an attendance roster, for each meeting and be responsible for submitting them to the ACC Staff. The ACC Staff will circulate the meeting notices/agendas and minutes to the PSWG Participant list.
- ◆ The WG chair must provide a written summary of the WG's progress for inclusion in the large group minutes. The report should include at least: 1.) Recap of work done to this point 2.) Work left to go to complete the task 3.) Adherence or deviation from time line 4.) Additional issues/tasks raised for the LG's consideration.
- ◆ The location of each meeting will accommodate as many of the WG members as possible. The WG chair will be responsible for arrangements.
- ◆ The WG final report will be primarily comprised of a recommended solution, implementation strategy and dissenting views and alternative proposals.